Project Management Division (PMD)

Under the direction of the Commonwealth Information Technology Investment Board (ITIB) and the Commonwealth Chief Information Officer (CIO), the Project Management Division (PMD) implements an enterprise strategy for the effective and efficient management of information technology investments. The selection, control, and evaluation of Commonwealth business-driven IT investments by the ITIB and CIO are framed by IT Investment Management (ITIM) principles, ITIM "best practices" from both the public and private sector, and legislative mandates in the Code of Virginia. Organized into three offices, the ITIM Office, the Project Management Office (PMO), and the Management Support Office (MSO), PMD performs the functions and provides the services outlined below:

IT Investment Management (ITIM) Office

Manages activities relating to the identification and selection of information technology (IT) investments. Starting with agency strategic planning, assists and oversees the definition of agency business requirements and the strategic application of technologies and technology plans to advance projects and procurements that will satisfy those needs. Services include strategic planning, IT strategic planning, IT investment portfolio management, and budgeting. Planning approval, granted by the CIO, marks the normal cross-functional boundary of office responsibilities.

ITIM Office responsibilities include:

Agency IT Strategic Planning

Review agency-generated Information Technology Strategic Plans (ITSP) and make recommendations to the CIO.

Commonwealth IT Investment Portfolio Management and Recommended Technology Investment Projects (RTIP) Reporting

Assess major information technology investments submitted through the automated portfolio management tool and prepare the RTIP Report for the ITIB.

Enterprise Program Management, Analysis, and Consulting

Continually evaluate the Commonwealth IT Investment Portfolio and make appropriate investment recommendations to the CIO and ITIB. Assist and support agency program planning, execution, control, and closeout.

Agency Technology Budget Reviews

Review agency budget requests and recommend approval or disapproval to the CIO.

ITIM Training, Consulting, and Assessment

Assist agencies and institutions with the implementation of ITIM practices in the development of agency strategic plans and management of agency IT investments.

Agency IT Procurement Reviews

Review and make CIO recommendations regarding Agency Procurement Requests (APR) for the purchase of technology goods and services not associated with IT projects.

Project Planning Approval

Recommend CIO and ITIB approval or disapproval to enter the project initiation phase of the Commonwealth Technology Management - Project Lifecycle.

For more information on Commonwealth Portfolio Management, visit the Commonwealth Technology Portfolio Website.

Project Management Office (PMO)

Provides consultation and oversight to agencies for major and non-major IT projects and associated procurements from project planning approval through project close-out and post-implementation review. Consults with agencies and project managers on all aspects of project management, and ensures compliance with Commonwealth project management policies, standards, and guidelines. Provides consultation and oversight for the processing of information technology projects proposed under the Public Private Education Facilities and Infrastructure Act of 2002.

PMO responsibilities include:

Agency Project Procurement Reviews

Review and make CIO recommendations for APR, Invitations for Bid (IFB), Requests for Proposal (RFP), and contracts associated with IT projects.

Agency Project Oversight (Committees) and Reporting

On behalf of the CIO and ITIB, ensure that projects have in place adequate project management and oversight structures and processes that will enable the success of the project. Report project status to the CIO and ITIB, with appropriate recommendations for project suspension, corrective action, and support.

Agency Project Management Training, Consulting, and Assessment

Assist agencies with the implementation of Commonwealth Project Management policies, standards, guidelines, and procedures.

Independent Verification & Validation (IV&V)

Review agency IV&V strategies, proposed IV&V statements of work, and final reports of IV&V analysis on behalf of the CIO.

Project Development Approval

Conduct reviews of agency and institution project proposals and charters and recommend approval or disapproval of the project to the CIO and ITIB.

Public-Private Education Facilities and Infrastructure Act (PPEA) Consulting

Assist VITA and external agencies with the establishment and execution of plans for the effective implementation of Commonwealth PPEA legislation and procedures. For more information about the PPEA, please visit the PPEA section of the VITA web site.

For more information on Project Management and Oversight, please visit the Commonwealth Project Management Website.

Management Support Office (MSO)

Assists the other offices of the division and the division director in performing assigned functions and services. Develops programs, processes, and tools that promote IT portfolio, program, project and procurement management and governance. Coordinates the development, review, and updating of policies, standards, guidelines, and procedures. Coordinates responses to internal and external audit findings. Manages the Commonwealth Project Manager Development Program (PMDP), including program development and administration. In coordination with the Executive Director of the ITIB, supports Board and designated committee activities.

MSO responsibilities include:

New Program Development and Internal Projects

Conceptualize and develop new ITIM-based programs, processes, and supporting tools for advancing the quality and maturity of PMD ITIM implementation and support.

Quality Assurance, Performance Monitoring, and Audit Compliance

Plan and execute quality assurance and performance monitoring programs within the PMD.

PMDP

Implement and sustain the Commonwealth PMDP, including publication and enforcement of program standards, project management training, and project manager qualification.

Policies, Standards, Guidelines, and Procedures

Coordinate the development, promulgation, maintenance, and regular update of Commonwealth IT investment management policies, standards, guidelines, and PMD implementing procedures.

PMD Website

Develop and maintain the PMD Website.

ITIB Support

In coordination with the ITIB Executive Director, provide staff support to the Board and designated committees.

APR Process Management

Develop and implement processes and supporting tools for managing the review and CIO approval of APR.

Training Development and Coordination

Coordinate the development and delivery of IT investment, portfolio, program, and project management training.